



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

December 11, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES: REQUEST TO
APPROVE AMENDMENT NUMBER THREE TO THE SKID ROW FAMILIES
DEMONSTRATION PROJECT SERVICES CONTRACT
(SUPERVISORIAL DISTRICT 1) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to execute Amendment Number Three to the Skid Row Families Demonstration Project Services Contract to extend the contract term for one year from December 18, 2007 through December 17, 2008, increase the Maximum Contract Sum by \$1,500,000 in Net County Cost, and make changes to facilitate implementation of the Skid Row Families Demonstration Project. An estimated \$1,170,030 will be included in the Fiscal Year 2007-08 Adopted Budget and an estimated \$329,970 will be included in the Department of Children and Family Services Fiscal Year 2008-09 Proposed County Budget.
2. Approve the attached Request for Appropriation Adjustment to increase the Department of Children and Family Services budget by \$1,170,000 for Fiscal Year 2007-08 and delegate authority to the Chief Executive Officer to execute the adjustment.
3. Delegate authority to the Chief Executive Officer to execute amendments to increase or decrease the Maximum Annual Contract Sum by no more than 10 percent per year to accommodate increased or decreased service needs of homeless families provided that sufficient funding is available, after County Counsel approval; and instruct the Chief Executive Office to notify your Board within ten working days of executing the amendments.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions are necessary to continue the Skid Row Families Demonstration Project (SRFDP) for one additional year when the original term expires on December 17, 2007. The goal of the SRFDP is to relocate homeless families from the Skid Row area to permanent housing. Each homeless family accepted into the SRFDP is immediately provided with appropriate temporary housing in hotels and/or other shelter placements to await approval of their permanent housing applications. There have been unavoidable delays in preparing homeless families for participation and obtaining approval of permanent housing applications. In addition, a vital part of the SRFDP includes six months of case management and follow-up services to facilitate self-sufficiency after the families have moved into permanent housing. If Amendment Number Three (Attachment A) is approved, it is anticipated that 275 homeless families will attain permanent housing by May 2008, with the six months of case management and follow-up services for each family.

If the recommended actions are not approved, the Contractor, Beyond Shelter, will not be able to continue housing assistance to the homeless families served by the SRFDP.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 1, Service Excellence, Goal 4, Fiscal Responsibility, and Goal 5, Children and Families' Well-being. Board approval will enhance service delivery and support the County's efforts to address the immediate and critical needs of children and homeless families served by the SRFDP.

FISCAL IMPACT/FINANCING

Amendment Number Three, the second year of the SRFDP from December 18, 2007 through December 17, 2008, will be financed by \$1,500,000 of 100 percent Net County Cost (NCC). The Maximum Annual Contract Sum for the first year is \$5,712,000. The Maximum Contract Sum for both years is \$7,212,000.

A Request for Appropriation Adjustment (Attachment B) to transfer the \$1,170,000 to Department of Children and Family (DCFS) prior to the implementation of Amendment Number Three on December 18, 2007.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As a partnership among the Los Angeles County Departments of Chief Executive Office, DCFS, Health Services, Mental Health, Public Health, and Public Social Services, the one-year SRFDP Services Contract adopted by your Board was executed on December 18, 2006, and will expire on December 17, 2007.

The goal of SRFDP is to transition homeless families from short-term emergency housing to permanent housing. Originally, 500 homeless families were to be served. This number was reduced to 300 homeless families due to unavoidable increases in project costs, including increases in hotel voucher rates, longer stays of the families in hotels and master-leased apartments while waiting for permanent housing approvals, higher move-in costs, and increased emergency food expenditures.

Due to the unique funding needs of the SRFDP Contractor, Beyond Shelter, a cash advance and quarterly reconciliation protocol for year two of this contract is included in Amendment Number Three. Unlike the County's standard invoice and payment in arrears methodology, Beyond Shelter's cash flows required a monthly cash advance protocol. Under the year two arrangement, cash advances are issued according to a Projected Administrative and Housing Resources 12-Month Advance Budget. A quarterly reconciliation of actual expenditures supported by original receipts and/or County acceptable documentation and a provision to withhold or modify monthly cash advances after the first quarterly reconciliation will ensure the Maximum Annual Contract Sum will not be exceeded, and that there is regular review and fiscal monitoring of cash advances throughout year two of the contract.

This Board letter does not comply with the Board's policy requiring timely submission of contracts to your Board for approval. Late submission is the result of delays in finalizing of the five budget projections with the Contractor as shown on page 2 of Attachment A.

This Board letter was reviewed by the Auditor-Controller and County Counsel. County Counsel has approved this Amendment Number Three as to form.

CONTRACTING PROCESS

No additional contracting process was required for this amendment.

IMPACT ON CURRENT SERVICES


Approval of the recommended actions will continue the County's efforts to better serve homeless families by moving them off the streets into safe and sufficient permanent housing. This is the only program available to the large number of homeless families who are currently in the Skid Row area. The SRFDP should also assist in cost reductions related to crime and emergency room visits in the Skid Row area, while providing a healthy alternative and opportunity for homeless families break their cycle of homelessness and achieve self-sufficiency.

CONCLUSION

Upon approval and execution of this Amendment Number Three, it is requested that the Executive Officer/Clerk of the Board send an executed copy of the adopted Board Letter and Amendment to:

1. Department of Children and Family Services
Contract Administration
Attention: Walter Chan, Contracts Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020
2. Office of the County Counsel
Social Services Division
Attention: Diane Cachenaute, Paralegal
648 Kenneth Hahn Hall of Administration
500 West Temple Street, Suite 602
Los Angeles, CA 90012
3. Beyond Shelter
Attention: Tanya Tull, President/CEO
1200 Wilshire Blvd., Suite 600
Los Angeles, CA 90017

Respectfully submitted,


WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:LS
TP:KH:WC:hn

Attachments (2)

c: County Counsel
Director of Children and Family Services
Director of Health Services
Director of Mental Health
Director of Public Health
Director of Public Social Services

ATTACHMENT A



AMENDMENT NUMBER THREE

TO

**SKID ROW FAMILIES DEMONSTRATION PROJECT
SERVICES CONTRACT**

WITH

BEYOND SHELTER

**AMENDMENT NUMBER THREE
TO THE SKID ROW FAMILIES DEMONSTRATION
PROJECT SERVICES CONTRACT**

This Amendment Number Three (hereafter, "Amendment") to the Skid Row Families Demonstration Project Services Contract (hereafter, "Contract") is made and entered into at Los Angeles, California this _____ day of _____, 2007, by and between the County of Los Angeles (hereafter, "COUNTY") and Beyond Shelter (hereafter, "CONTRACTOR").

WITNESSETH

WHEREAS, on September 12, 2006, the Board of Supervisors delegated authority to the Chief Administrative Officer (CAO), re-titled Chief Executive Officer (CEO) to execute the Skid Row Families Demonstration Project Services Contract; and

WHEREAS, the Contract was executed on December 18, 2006, and will expire on December 17, 2007; and

WHEREAS, It is necessary to extend the Contract term for one additional year, from December 18, 2007 through December 17, 2008; and

WHEREAS, this Amendment is to revise some provisions in the contract to reflect the needed changes for enhancement and implementation of the project; and

WHEREAS, this Amendment is prepared as set forth in the Contract, Part II, STANDARD TERMS AND CONDITIONS, Section 7.0, CHANGES AND AMENDMENTS; and

NOW THEREFORE, COUNTY and CONTRACTOR mutually agree to the following changes:

1. PART I, UNIQUE TERMS AND CONDITIONS, Section 3.0, TERM AND TERMINATION, Sub-section 3.1 is amended to read as follows:
 - 3.1 The term of this Contract shall commence on December 18, 2006, or the date of execution, whichever is later, and shall continue through December 17, 2008, unless terminated earlier or extended, in whole or in part, as provided in this Contract.
2. PART I, UNIQUE TERMS AND CONDITIONS, Section 4.0, CONTRACT SUM, Sub-section 4.5 is amended to read as follows:
 - 4.5. The Maximum Annual Contract Sum for the first year of the Contract, inclusive of the start-up Funds, interest earned on the interest-bearing accounts, and Advanced Funds is Five Million, Seven Hundred Twelve Thousand Dollars (\$5,712,000). The Maximum Annual Contract Sum for the second year of the Contract is One Million, Five Hundred Thousand Dollars

(\$1,500,000). The total amount payable under this contract is Seven Million, Two Hundred Twelve Thousand Dollars (\$7,212,000), hereinafter referred to as "Maximum Contract Sum."

3. PART 1, UNIQUE TERMS AND CONDITIONS, Section 4.0, CONTRACT SUM, Sub-section 4.6.1 is added to read as follows:

4.6.1 CONTRACTOR has prepared and submitted to COUNTY, five (5) budgets for the second year as follows:

- Exhibit B-1-1 Administrative 12-Month Budget
- Exhibit B-1a-1 Administrative Advance Budget
- Exhibit B-2-3 Housing Resources 12-Month Budget
- Exhibit B-2a-1 Housing Resources Advance Budget
- Exhibit C Projected Administrative and Housing Resources 12-Month Advance Budget

CONTRACTOR represents and warrants that the above budgets are true and correct in all respects, and services shall be delivered hereunder in accordance with these budgets. In the event the Maximum Annual Contract Sum is increased pursuant to Part II, STANDARD TERMS AND CONDITIONS, Changes and Amendments, hereof, CONTRACTOR shall prepare and submit an amended budget(s).

4. PART 1, UNIQUE TERMS AND CONDITIONS, SECTION 4.0, CONTRACT SUM, Sub-section 4.9 is hereby deleted in its entirety and left intentionally blank.
5. PART 1, UNIQUE TERMS AND CONDITIONS, Section 7.0, ADVANCED FUNDS, Sub-sections 7.1.1, 7.1.2, 7.1.3, and 7.1.4 are added to read as follows:

7.1.1 CONTRACTOR may submit a written request for Cash Advance upon execution of Amendment Number Three and thereafter, from the 18th to the 25th day of each month during the second year of the Contract. Each request for monthly Cash Advances shall be in accordance with Exhibit C, Projected Administrative and Housing Resources 12-Month Advance Budget. All requests for Cash Advances for the second year of the Contract shall be submitted by the CONTRACTOR to the COUNTY Program Manager for review and approval. If approved, the COUNTY Program Manager shall submit requests for Cash Advance to DCFS Fiscal Operations Division, Contract Accounting Section, for processing at the address indicated below. In no event will the total of all Cash Advances received by the CONTRACTOR for the second year of the Contract exceed One Million, Five Hundred Thousand Dollars (\$1,500,000).

County of Los Angeles
Department of Children and Family Services
Attention: Fiscal Operations Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, CA 90020

- 7.1.2 In the second year of this Contract, CONTRACTOR shall submit to the COUNTY Program Manager, a quarterly reconciliation report, Exhibit D, Quarterly Reconciliation Report (Monthly Cash Advances, Actual Cash Expenditures and Accounts Payable Incurred - Second Year of Contract), of actual cash expenditures and accounts payable incurred for the reconciliation period being reported. The quarterly reconciliation period and Quarterly Reconciliation Report due dates are as follows:

Quarterly Reconciliation Report Periods and Contractor Submission Deadlines

Reconciliation Period	1 st Quarter Dec.18, 2007 to March 17, 2008	2 nd Quarter March 18, 2008 to June 17, 2008	3 rd Quarter June 18, 2008 to Sept. 17, 2008	4 th Quarter Sept. 18, 2008 to Dec. 17, 2008
Reconciliation Report Submission Deadline	April 17, 2008	July 17, 2008	Oct. 17, 2008	Jan. 17, 2009

- 7.1.3 The Quarterly Reconciliation Report indicates cash expenditures and any accounts payable accrued as of the end of the reconciliation period supported by original receipts and/or documentation acceptable to the County. When a Quarterly Reconciliation Report indicates that Cash Advances exceed Actual Cash Expenditures for the reconciliation period, this is reported as Unexpended Cash Advances. These Unexpended Cash Advances shall be carried forward and reported in the following Quarterly Reconciliation Report as Unexpended Cash Advances from Previous Quarter. In the following quarter, Cash Advances are added to Unexpended Cash Advances from Previous Quarter to attain Total Cash Advances Available.

- 7.1.4 Based on Quarterly Reconciliation Reports, COUNTY at its sole discretion may approve or deny CONTRACTOR's request for Cash Advance or require CONTRACTOR to submit a revised request for Cash Advance. COUNTY at its sole discretion, may withhold any request for Cash Advance by CONTRACTOR due to fiscal non-compliance issues or unresolved programmatic concerns during the term of this Contract.

6. PART 1, UNIQUE TERMS AND CONDITIONS, Section 7.0, ADVANCED FUNDS, Sub-section 7.10 is added to read as follows:

- 7.10 CONTRACTOR shall keep a monthly record of all security deposit payments made from the Master-Leased Apartment (MLA) fund to MLA owner for each contract year. These monthly records shall be made available to the COUNTY upon request.

An MLA Reconciliation Report, Exhibit E, Master-Leased Apartments Security Deposit Payments Annual Report, of the security deposit payments

to MLA owners shall be completed by the CONTRACTOR and submitted to the County Program Manager by January 17th following the end of each year of the contract. Unexpended portions of the security deposit payments are to be returned to the address indicated below:

County of Los Angeles
Department of Children and Family Services
Attention: Fiscal Operations Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, CA 90020

This provision shall survive the expiration or termination of the Contract. CONTRACTOR shall submit an MLA Security Deposit Payments Annual Report of the security deposit payments to MLA owners for each year subsequent to expiration or termination of the Contract. CONTRACTOR shall return to COUNTY any unexpended portion of the security deposit payments by January 17th of each year following the expiration or termination of this Contract at the address indicated above. CONTRACTOR shall submit an MLA Security Deposit Payments Annual Report by January 17th of each year until the amount for security deposit payments paid by CONTRACTOR to MLA owners is zero, or until CONTRACTOR replaces the unexpended security deposit payments.

7. Other than for purposes of reconciling Cash Advances with actual expenditures under PART 1, UNIQUE TERMS AND CONDITIONS, Section 7.0, ADVANCED FUNDS, Sub-sections 7.3, 7.4, 7.5, 7.6, 7.7, 7.8 and 7.9 do not apply to the second year of this contract.
8. Other than for purposes of reconciling invoices with actual expenditures under PART 1, UNIQUE TERMS AND CONDITIONS, Section 8.0, INVOICES AND PAYMENTS, Sub-sections 8.1, 8.3, 8.4, 8.5, 8.6, 8.8 and 8.10 do not apply to the second year of this contract.
9. Exhibit A, **STATEMENT OF WORK**, Section 2.0, Overview; the first paragraph is amended to read as follows:

In partnership with the County of Los Angeles Departments of Children and Family Services (DCFS), Public Social Services (DPSS), Mental Health (DMH), Health Services (DHS), Public Health (DPH), and the Chief Executive Office (CEO), Beyond Shelter will implement a two-year demonstration project in which 300 homeless families will be relocated from the Skid Row area of downtown Los Angeles, with 90% stabilized in permanent rental housing within six months after moving into permanent housing.

10. Exhibit A, **STATEMENT OF WORK**, Sub-sections 8.1 and 8.2, are amended to read as follows:

- 8.1 For the two-year term of the Contract, Beyond Shelter will relocate 300 homeless families from Los Angeles' Skid Row area to areas outside the Skid Row area into short-term housing within 24 hours (unless they choose to remain at the Union Rescue Mission or other temporary housing program until relocation to permanent housing). Each of the 300 families are to be immediately moved from the Skid Row area, receive appropriate temporary housing and/or shelter placement, and receive appropriate emergency and crisis intervention services.
- 8.2 For the two-year term of the Contract, Beyond Shelter will enroll 90 percent of these families, or 270 families, in the Housing First Program for Homeless Families, and shall assist families in moving into and stabilizing in permanent housing. Each of the 270 families enrolled in the Housing First Program is to receive subsequent movement into, and stabilization in, permanent, rental housing in residential areas located throughout Los Angeles County, through Beyond Shelter's Housing First Program.
12. Exhibit A, **STATEMENT OF WORK**, Section 9.0, Sub-section 9.6, the last sentence in the paragraph is modified to read as follows:
- 9.6 All participants in the Crisis Intervention program will be referred to Beyond Shelter's Housing First Program within two weeks of initial contact, for screening, assessment and enrollment into the Housing First Program. Eligible families will be enrolled into Beyond Shelter's Housing First program within 30 days, upon admission into the Crisis Intervention Program, for assistance in moving into and stabilizing in permanent housing. It is anticipated that of 300 referred families 270 families will be enrolled in Beyond Shelter's Housing First Program.
13. Exhibits B-1-1, B-1a-1, B-2-3, B-2a-1 and C are attached hereto and made part of Exhibit B-2, Line Item Budget.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN IN FULL FORCE AND EFFECT.

**AMENDMENT NUMBER THREE
TO THE SKID ROW FAMILIES DEMONSTRATION
PROJECT SERVICES CONTRACT**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Three to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and the CONTRACTOR has caused this Amendment Number Three to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of the
Los Angeles County
Board of Supervisors

By _____

BEYOND SHELTER
CONTRACTOR

By Tanya Tull

Name TANYA TULL

Title PRESIDENT + CEO

By Joanne Yokota

Name JOANNE YOKOTA

Title TREASURER

95-4197075

Tax Identification Number

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
RAYMOND G. FORTNER, JR., County Counsel

BY _____

Kathy Bramwell, Principal Deputy County Counsel

WHITE

76R 352M 11/83

AUDITOR-CONTROL
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO.

350

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

4 - VOTES

SOURCES

HOMELESS AND HOUSING PROGRAM

A01-AO-26685-2000

Services and Supplies

Decrease Appropriation

\$1,170,000

USES

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

A01-CH-26200-2000

Services and Supplies

Increase Appropriation

\$1,170,000

JUSTIFICATION

This appropriation adjustment is to reflect changes in appropriation and revenue for DCFS to implement supportive services for Skid Row Families for FY 2007-08.

Patricia S. Ploehn

PATRICIA S. PLOEHN, LCSW, Director

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR --

ACTION

RECOMMENDATION

✓

AUDITOR-CONTROLLER

BY

Helen J. J...

NO. 066

Dec 3

20 07

APPROVED AS REQUESTED

AS REVISED

December 2007

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

BY

DEPUTY COUNTY CLERK

BEYOND SHELTER
 SKID ROW FAMILIES DEMONSTRATION PROJECT
 ADMINISTRATIVE ADVANCE BUDGET
 2ND YEAR BUDGET - DEC 18, 2007 - DEC 17, 2008

Exhibit B-1a-1

	MONTHLY ADVANCE REQUEST													
	COUNTY PORTION													
EXPENSES:	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total	
Demonstration Program Staff														
Director of Homeless Programs (0.75 FTE @ \$80,000)	\$ 4,687	\$ 4,687	\$ 4,687										\$ 14,062	
Coordinator of Homeless Programs (0.5 FTE @ \$60,000)	\$ -	\$ -	\$ -	\$ 4,312	\$ 4,038	\$ 3,763	\$ 3,489	\$ 3,489	\$ 3,489	\$ 3,215	\$ 2,117	\$ 2,089	\$ 30,000	
Coordinator - Emergency Housing (1.0 FTE @ \$50,000)	\$ 4,167	\$ 4,167	\$ 4,167										\$ 12,500	
Skid Row Families Intake Coordinators (1.5 FTE @ \$38,000)	\$ 4,750	\$ 4,750	\$ 4,750										\$ 14,250	
Crisis Intervention Director (1.0 FTE @ \$52,000)	\$ 4,333	\$ 4,333	\$ 4,333										\$ 13,000	
Supervisor Social Worker (1.0 FTE @ \$72,000)	\$ 6,000	\$ 6,000	\$ 6,000										\$ 18,000	
Supervisor Social Worker (1.0 FTE @ \$72,000)	\$ -	\$ -	\$ -	\$ 7,762	\$ 7,268	\$ 6,774	\$ 6,280	\$ 6,280	\$ 6,280	\$ 5,786	\$ 3,810	\$ 3,759	\$ 64,000	
Crisis Case Managers (5 FTE @ \$45,000)	\$ 18,750	\$ 18,750	\$ 18,750										\$ 56,249	
Crisis Case Managers (1.0 FTE @ \$40,000)	\$ -	\$ -	\$ -										\$ -	
Crisis Case Managers (8.0 FTE @ \$40,000)	\$ -	\$ -	\$ -										\$ -	
Housing First "High Risk" Case Managers (9.0 FTE @ \$45,000)	\$ 33,750	\$ 33,750	\$ 33,750										\$ 101,249	
Housing First Case Managers (2.0 FTE @ \$45,000)	\$ -	\$ -	\$ -	\$ 34,498	\$ 32,302	\$ 30,107	\$ 27,912	\$ 27,912	\$ 27,912	\$ 25,716	\$ 16,935	\$ 16,708	\$ 240,002	
Housing First Case Managers (2.0 FTE @ \$45,000)	\$ -	\$ -	\$ -										\$ -	
Project Administrative Assistant (1.0 FTE @ \$40,000)	\$ 3,333	\$ 3,333	\$ 3,333										\$ 10,000	
Project Administrative Assistant (2.0 FTE @ \$40,000)	\$ -	\$ -	\$ -	\$ 833	\$ 780	\$ 727	\$ 674	\$ 674	\$ 674	\$ 621	\$ 409	\$ 403	\$ 5,795	
Project Contract Assistant/Data Coordinator (1.0 FTE @ \$46,000)	\$ 3,833	\$ 3,833	\$ 3,833										\$ 11,500	
Project Contract Assistant/Data Coordinator (6.0 FTE @ \$46,000)	\$ -	\$ -	\$ -	\$ 4,415	\$ 4,134	\$ 3,853	\$ 3,572	\$ 3,572	\$ 3,572	\$ 3,291	\$ 2,168	\$ 2,139	\$ 30,718	
Project Evaluation (0.5 FTE @ \$30,000)	\$ 3,312	\$ 3,312	\$ 3,312										\$ 9,937	
Project Evaluation (0.5 FTE @ \$30,000)	\$ -	\$ -	\$ -	\$ 1,294	\$ 1,211	\$ 1,129	\$ 1,047	\$ 1,047	\$ 1,047	\$ 964	\$ 635	\$ 627	\$ 9,000	
Children's Services Specialists (3.0 FTE @ \$40,000)	\$ 3,333	\$ 3,333	\$ 3,333										\$ 10,000	
Employment Services Specialists (1.0 FTE @ \$40,000)	\$ 3,000	\$ 3,000	\$ 3,000										\$ 9,000	
Housing First Intake Coordinator (1.0 FTE @ \$35,000)	\$ 3,750	\$ 3,750	\$ 3,750										\$ 11,250	
Coordinator - Permanent Housing (1.0 FTE @ \$45,000)	\$ 11,667	\$ 11,667	\$ 11,667										\$ 35,000	
Housing Specialists (5.0 FTE @ \$35,000)	\$ -	\$ -	\$ -	\$ 1,887	\$ 1,767	\$ 1,646	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,406	\$ 926	\$ 914	\$ 13,125	
Housing Specialists (3.0 FTE @ \$35,000)	\$ -	\$ -	\$ -										\$ -	
Demonstration Program Staff - Total Salaries	\$ 108,666	\$ 108,666	\$ 108,666	\$ 55,000	\$ 51,500	\$ 48,000	\$ 44,500	\$ 44,500	\$ 44,500	\$ 41,000	\$ 27,000	\$ 26,638	\$ 708,637	
Demonstration Program Service Costs														
Program Space (Six Months)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000							\$ 60,000	
Demonstration Program Service Costs - Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,000	
Program Personnel - Taxes/Benefits														
FICA														
SUI														
Workers Compensation														
Health/Dental														
Program Personnel - Taxes/Benefits - Total	\$ 21,733	\$ 21,733	\$ 21,733	\$ 11,000	\$ 10,300	\$ 9,600	\$ 8,900	\$ 8,900	\$ 8,900	\$ 8,200	\$ 5,400	\$ 5,328	\$ 141,727	
Administrative Costs														
Administrative Costs (15%)	\$ 21,060	\$ 21,060	\$ 21,060	\$ 11,400	\$ 10,770	\$ 10,140	\$ 8,010	\$ 8,010	\$ 8,010	\$ 7,380	\$ 4,860	\$ 4,795	\$ 136,555	
Administrative Costs - Total	\$ 21,060	\$ 21,060	\$ 21,060	\$ 11,400	\$ 10,770	\$ 10,140	\$ 8,010	\$ 8,010	\$ 8,010	\$ 7,380	\$ 4,860	\$ 4,795	\$ 136,555	
Total Expenses	\$ 161,459	\$ 161,459	\$ 161,459	\$ 87,401	\$ 82,570	\$ 77,740	\$ 61,410	\$ 61,410	\$ 61,410	\$ 56,580	\$ 37,260	\$ 36,761	\$ 1,046,920	

BEYOND SHELTER

SKID ROW FAMILIES DEMONSTRATION PROJECT
ADMINISTRATIVE 12-MONTH BUDGET
2ND YEAR BUDGET - DEC 18, 2007 - DEC 17, 2008

Exhibit B-1-1

EXPENSES:	FULL YEAR BUDGET:				
	1st 3 Months	Next 9 Months	Total	County of	Beyond
	Budget	Budget	12-Month Budget	Los Angeles	Shelter
	A	B	C=A+B	D	E=C-D
Demonstration Program Staff					
Director of Homeless Programs (0.75 FTE @ \$80,000)	\$ 14,063		\$ 14,063	\$ 14,063	
Assistant Director of Homeless Programs (0.5 FTE @ \$80,000)		\$ 30,000	\$ 30,000	\$ 30,000	
Coordinator - Emergency Housing (1.0 FTE @ \$50,000)	\$ 12,500		\$ 12,500	\$ 12,500	
Skid Row Families Intake Coordinators (1.5 FTE @ \$38,000)	\$ 14,250		\$ 14,250	\$ 14,250	
Crisis Intervention Director (1.0 FTE @ \$52,000)	\$ 13,000		\$ 13,000	\$ 13,000	
Supervisor Social Worker (1.0 FTE @ \$72,000)	\$ 18,000		\$ 18,000	\$ 18,000	
Emergency Social Worker (1.0 FTE @ \$72,000)		\$ 64,000	\$ 64,000	\$ 64,000	
Crisis Case Managers (5 FTE @ \$45,000)	\$ 56,250		\$ 56,250	\$ 56,250	
Crisis Case Managers (1.0 FTE @ \$40,000)	\$ 10,000		\$ 10,000		\$ 10,000
Crisis Case Managers (8.0 FTE @ \$40,000)					
Housing First "High Risk" Case Managers (9.0 FTE @ \$45,000)	\$ 101,250		\$ 101,250	\$ 101,250	
Housing First "High Risk" Case Managers (2.0 FTE @ \$45,000)		\$ 240,000	\$ 240,000	\$ 240,000	
Housing First Case Managers (2.0 FTE @ \$45,000)	\$ 22,500		\$ 22,500		\$ 22,500
Project Administrative Assistant (1.0 FTE @ \$40,000)	\$ 10,000		\$ 10,000	\$ 10,000	
Project Administrative Assistant (2.0 FTE @ \$40,000)		\$ 5,795	\$ 5,795	\$ 5,795	
Project Contract Assistant/Data Coordinator (1.0 FTE @ \$45,000)	\$ 11,500		\$ 11,500	\$ 11,500	
Project Contract Assistant/Data Coordinator (0.5 FTE @ \$45,000)		\$ 30,718	\$ 30,718	\$ 30,718	
Project Evaluation	\$ 9,937		\$ 9,937	\$ 9,937	
Project Evaluation (2 FTE @ \$80,000)		\$ 9,000	\$ 9,000	\$ 9,000	
Children's Services Specialists (3.0 FTE @ \$40,000)	\$ 30,000		\$ 30,000		\$ 30,000
Employment Services Specialists (1.0 FTE @ \$40,000)	\$ 10,000		\$ 10,000	\$ 10,000	
Housing First Intake Coordinator (1.0 FTE @ \$36,000)	\$ 9,000		\$ 9,000	\$ 9,000	
Coordinator - Permanent Housing (1.0 FTE @ \$45,000)	\$ 11,250		\$ 11,250	\$ 11,250	
Housing Specialists (5.0 FTE @ \$35,000)	\$ 35,000		\$ 35,000	\$ 35,000	
Housing Specialists (0.5 FTE @ \$35,000)		\$ 13,125	\$ 13,125	\$ 13,125	
Housing Specialists (3.0 FTE @ \$35,000)	\$ 26,250		\$ 26,250		\$ 26,250
Demonstration Program Staff - Total Salaries	\$ 414,750	\$ 382,638	\$ 797,387	\$ 708,638	\$ 88,750
Demonstration Program Service Costs					
Program Space (Six Months)	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	
Demonstration Program Service Costs - Total	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	
Program Personnel - Taxes/Benefits					
FICA					
SUI					
Workers Compensation					
Health/Dental					
Program Personnel - Taxes/Benefits - Total	\$ 82,950	\$ 76,628	\$ 159,477	\$ 141,728	\$ 17,750
Administrative Costs					
Administrative Costs (15%)	\$ 79,155	\$ 73,375	\$ 152,530	\$ 136,555	\$ 15,975
Administrative Costs - Total	\$ 79,155	\$ 73,375	\$ 152,530	\$ 136,555	\$ 15,975
Total Expenses	\$ 606,855	\$ 562,540	\$ 1,169,395	\$ 1,046,920	\$ 122,475

[illegible]

Exhibit B-2-3**BEYOND SHELTER****SKID ROW FAMILIES DEMONSTRATION PROJECT****HOUSING RESOURCES 12-MONTH BUDGET****2ND YEAR BUDGET****DECEMBER 18, 2007- DECEMBER 17, 2008**

COST CATEGORY	12-MONTH BUDGET
Housing Resources:	
Emergency Housing	
Hotel Vouchers / Extended Stay Hotels	\$ 28,380.00
Master - Leased Apartments	\$ 232,700.00
Emergency Food / Transportation / Other	\$ 50,000.00
Hotel Vouchers - DCFS	\$ -
Total Emergency Housing	\$ 311,080.00
Permanent Housing	
Shallow Subsidy	\$ 90,000.00
Move-In Costs & Other Needs	\$ 52,000.00
Total Permanent Housing	\$ 142,000.00
Total Housing Resources	\$ 453,080.00

HOUSING RESOURCES

SKID ROW FAMILIES DEMONSTRATION PROJECT

PROJECTED ADMINISTRATIVE 12-MONTH ADVANCE BUDGETS AND

HOUSING RESOURCES 12-MONTH ADVANCE BUDGETS

2ND YEAR CONTRACT - DECEMBER 18, 2007 - DECEMBER 17, 2008

Exhibit C

COST CATEGORY	ADV REQUEST DEC 18 '07 TO JAN 17 '08 MONTH 1	ADV REQUEST JAN 18 '08 TO FEB 17 '08 MONTH 2	ADV REQUEST FEB 18 '08 TO MAR 17 '08 MONTH 3	ADV REQUEST MAR 18 '08 TO APR 17 '08 MONTH 4	ADV REQUEST APR 18 '08 TO MAY 17 '08 MONTH 5	ADV REQUEST MAY 18 '08 TO JUN 17 '08 MONTH 6	ADV REQUEST JUN 18 '08 TO JUL 17 '08 MONTH 7	ADV REQUEST JUL 18 '08 TO AUG 17 '08 MONTH 8	ADV REQUEST AUG 18 '08 TO SEP 17 '08 MONTH 9	ADV REQUEST SEP 18 '08 TO OCT 17 '08 MONTH 10	ADV REQUEST OCT 18 '08 TO NOV 17 '08 MONTH 11	ADV REQUEST NOV 18 '08 TO DEC 17 '08 MONTH 12	FULL YEAR BUDGET (B)
Administrative:													
Demonstration Program Staff	\$108,666.00	\$108,666.00	\$108,666.00	\$55,000.00	\$51,500.00	\$48,000.00	\$44,500.00	\$44,500.00	\$44,500.00	\$41,000.00	\$27,000.00	\$26,638.00	\$708,636.00
Demonstration Program Service Costs	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00							\$60,000.00
Program Personnel - Taxes/Benefits	\$21,733.00	\$21,733.00	\$21,733.00	\$11,000.00	\$10,300.00	\$9,600.00	\$8,900.00	\$8,900.00	\$8,900.00	\$8,200.00	\$5,400.00	\$5,328.00	\$141,727.00
Administrative Costs (15%)	\$21,060.00	\$21,060.00	\$21,060.00	\$11,400.00	\$10,770.00	\$10,140.00	\$8,010.00	\$8,010.00	\$8,010.00	\$7,380.00	\$4,860.00	\$4,795.00	\$136,555.00
Total Administrative	\$161,459.00	\$161,459.00	\$161,459.00	\$87,400.00	\$82,570.00	\$77,740.00	\$61,410.00	\$61,410.00	\$61,410.00	\$56,580.00	\$37,260.00	\$36,761.00	\$1,046,918.00
Housing Resources:													
Emergency Housing													
Hotel Vouchers / Extended Stay Hotels	\$ 28,380.00												\$ 28,380.00
Master - Leased Apartments	\$ 162,500.00	\$ 83,200.00	\$ 650.00	\$ (13,650.00)									\$ 232,700.00
Emergency Food / Transportation / Other	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00								\$ 50,000.00
Hotel Vouchers - DCFS													\$ -
Total Emergency Housing	\$ 200,880.00	\$ 93,200.00	\$ 10,650.00	\$ (3,650.00)	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311,080.00
Permanent Housing													
Shallow Subsidy	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 90,000.00
Move-In Costs & Other Needs	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 22,000.00									\$ 52,000.00
Total Permanent Housing	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 29,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 142,000.00
Total Housing Resources	\$ 218,380.00	\$ 110,700.00	\$ 28,150.00	\$ 25,850.00	\$ 17,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 453,080.00
Total Cash Advance	\$379,839.00	\$272,159.00	\$189,609.00	\$113,250.00	\$100,070.00	\$85,240.00	\$68,910.00	\$68,910.00	\$68,910.00	\$64,080.00	\$44,760.00	\$44,261.00	\$1,500,000.00

Quarterly Reconciliation Report
(Monthly Cash Advances, Actual Cash Expenditures and Accounts Payable Accrued - Second Year of Contract)

Exhibit D

☐ 1st Quarter (12/18/07-3/17/08)
☐ 2nd Quarter (3/18/08-6/17/08)
☐ 3rd Quarter (6/18/08-9/17/08)
☐ 4th Quarter (9/18/08-12/17/08)

DESCRIPTION	Month 1		Month 2		Month 3		Quarterly Total		(I)	(J)	(K)	(L)
	(A) Actual Cash Expenditures	(B) Cash Advances	(C) Actual Cash Expenditures	(D) Cash Advances	(E) Actual Cash Expenditures	(F) Cash Advances	(G) Actual Cash Expenditures (A+C+E=G)	(H) Cash Advances (B+D+F=H)	Unexpended Cash Advances from Previous Qtr. (1)	Total Cash Advances Available (H+I=J)	Unexpended Cash Advances (J-G=K)	Accts. Payable Accrued as of
Administrative Expenses:												
Demonstration Program Staff Salaries	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Demonstration Program Service Cost	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Program Personnel - Taxes/Benefits	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Administrative Cost (15%)	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Total Administrative Expenditures	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Housing Resources:												
Emergency Housing:												
Hotel Vouchers/Extended Stay Hotels	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Master-Leased Apartments	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Emergency Food/Transportation/Other	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Hotel Vouchers-DCFS	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Total Emergency Housing	XXXXXX		XXXXXX		XXXXXX		XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Permanent Housing:												
Shallow Subsidy	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Move-In Costs & Other Needs	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Total Permanent Housing	XXXXXX		XXXXXX		XXXXXX		XXXXXX					XXXXXX
Total Housing Resources	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	
Totals	XXXXXX		XXXXXX		XXXXXX		XXXXXX		XXXXXX	XXXXXX	XXXXXX	
Total Cash Advances For Administrative AND Housing Resources		XXXXXX		XXXXXX		XXXXXX		XXXXXX				

Note: Original receipts/supporting documentation for Actual Cash Expenditures and Accounts Payable Accrued reported herein must be attached.

I certify under penalty of perjury to the best of my ability, knowledge and belief that the information above is true and accurate.

Contractor Authorized Signature

Title

Date

(1) - Applies only to 2nd, 3rd and 4th quarter reconciliation reports.

Exhibit E

Master-Leased Apartments Security Deposit Payments Annual Report
Submitted January 17, _____
For the Period December 18, _____ through December 17, _____

<input type="checkbox"/>	1st Contract Year
<input type="checkbox"/>	2nd Contract Year
<input type="checkbox"/>	Specify Year _____

<u>Total</u>	
Security Deposit Payments to MLA Owners	XXXXXX
Less: Expended Security Deposit Payments to MLA Owners	XXXXXX
Unexpended Security Deposit Payments to MLA Owners	XXXXXX

Note: Original supporting documentation for Security Deposit Payments reported herein must be attached.

I certify under penalty of perjury to the best of my ability, knowledge and belief that the information above is true and accurate.

Contractor Authorized Signature

Title

Date